
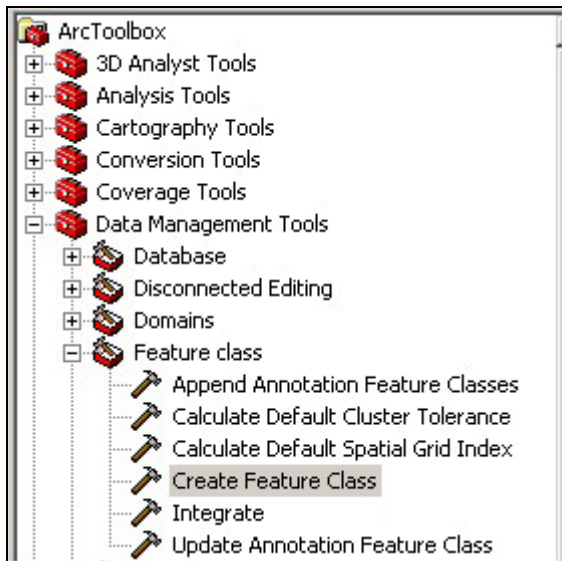


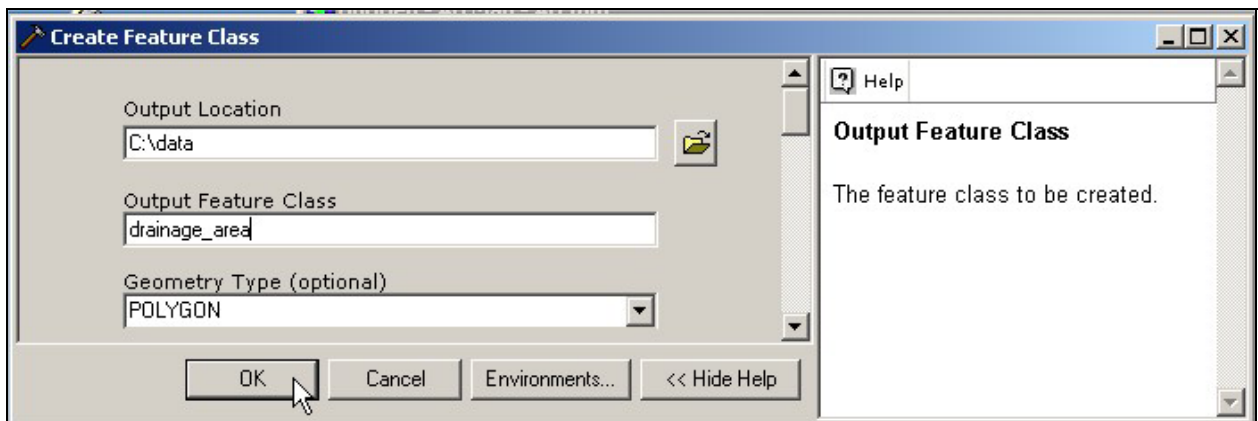
HOWTO: Create and Edit a shapefile:

1. open arc toolbox 

2. navigate to: *Data Management Tools -> Feature Class -> Create Feature Class*



3. In the dialog window, for “*Output Location*” enter a directory name where the shapefile will be placed, e.g. c:\data. For “*Output Feature Class*” enter the name of the shapefile. For “*Geometry Type*” select the type of feature you want to create. Press Ok to create the new shapefile and add it to the project.



To edit a shapefile:

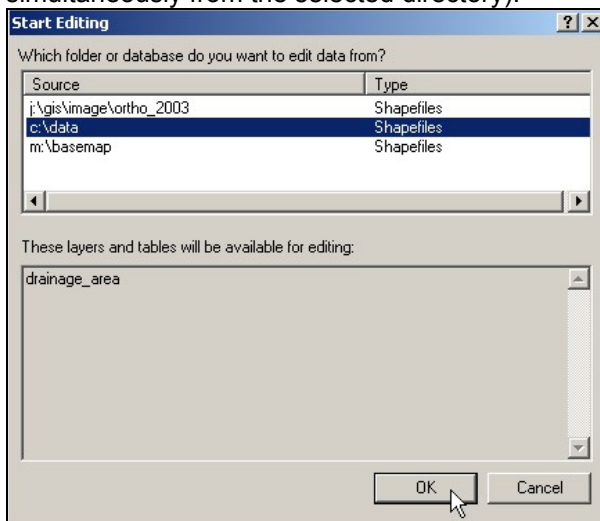
1. add the editor toolbar (right click an empty area above the map and select “Editor”)



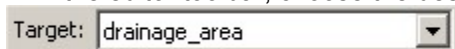
2. click on “Editor” and select “Start Editing” from the dropdown menu




3. select the folder where the shapefile is located (Arcmap will list all the directories from which you have added data in the current project. The program will allow you to edit multiple files simultaneously from the selected directory).

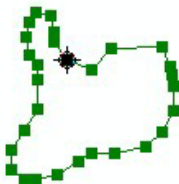


4. in the editor toolbar, choose the desired shapefile for the Target window.



5. select the sketch tool  from the editor toolbar to create a new polygon. Note that the task window is set to *create new feature* by default.

6. create the polygon in the map area.



7. from the drop down menu, select stop editing when you are done.

